

Inter-Departmental Communication Update

Date: [Insert Date]

From: [Your Name] - [Your Position]

To: [Recipient's Name] - [Recipient's Position]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update regarding [specific project, initiative, or topic].

Current Status

[Provide a brief overview of the current status, including any relevant details or progress made.]

Next Steps

[Outline the next steps that will be taken, any upcoming deadlines, or actions required.]

Collaboration Opportunities

[Mention any areas where collaboration between departments could be beneficial.]

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or need further information.

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]